

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

No.IIT/HMC/CIR/PTE/2018  
Dt. 26.11.2018

Applications are invited from the permanent employees of the Institute for the post of "Part time Account-cum-Clerk" in various Halls of Residence & Hall Management Centre (HMC).

**1. Duties and Responsibilities for Part-time Account-cum-clerk**

They will be posted in the Halls, have to perform the clerical jobs in the Hall offices and also to perform various accounting /auditing works and other related works as may be assigned to them by the Warden/Assistant Wardens of the respective Halls of Residence.

**2. Remunerations, terms and conditions :**

- (a) The present remuneration is Rs. 4500/- per month for daily three hours of Work, (during **5.45.p.m. to 8.45 p.m.**) except Saturday/Sunday/Holidays.
- (b) Person superannuating on or before **31.12.2020** are not eligible to apply
- (c) Normally the administrative employees with Old GP of **Rs.2000/- (6th CPC)** and above OR **Rs. 21,700/-** (level 3 -7th CPC) and above may apply.  
However, the technical employees, who have exceptionally done the work related to accounting/clerical jobs/auditing works may also be considered.
- (d) No extra pay for any work such as budgeting/daily accounting /final accounting /guest room booking etc. would be made.
- (e) For those who would be selected, offer would provisionally be given to them upto 31.12.2020, Performance assessment may be done every year.
- (f) For those who are already **engaged in part-time** job at any place in the Institute are not eligible to apply.

Application is to be made online at HMC website : <http://www.hmc@iitkgp.ac.in> and hard copy of the same duly forwarded by the Head of the Department/Centre/Section, is to be submitted in the office of the Hall Management Centre latest by 5th December, 2018 (Wednesday).

  
Chairman (HMC) 26.11.2018

To

1. All Deans
2. All Heads of the Deptt./Centre/Section/school
3. All PICs
4. All Wardens/Assistant Wardens - ( to bring to the notice of HMC Office)
5. Secretary to Director
6. Secretary to Deputy Director
7. Secretary to Registrar